U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2575

FY 2006 APPLICATION KIT FOR NEW GRANTS
UNDER
THE NATIONAL INSTITUTE ON DISABILITY AND
REHABILITATION RESEARCH

Disability Business Technical Assistance Centers (DBTACs)
CFDA NUMBER: 84.133A-15

FORM APPROVED
OMB No. 1820-0027, EXP. DATE 02/28/2007
ED FORM 424, 02/28/2008

DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: August 8, 2006

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SECTION
A

DEAR APPLICANT LETTER

Dear Applicant:

The Secretary invites applications for a new award for fiscal year (FY) 2006 for the Disability Business Technical Assistance Centers (DBTACs) (CFDA Number - 84.133A-15). The purpose of the DRRP program is to plan and conduct research, demonstration projects, training, and related activities to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended.

Include a one page abstract. The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, proposed methodological approach, and anticipated project outcomes.

It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities and propose projects that are designed to demonstrate outcomes that are consistent with the proposed goals.

APPLICATION PROCEDURES

This application kit contains information and the required forms for potential applicants to apply and be considered for a FY 2006 grant award under this competition, including the published Federal Register notice dated Friday, June 9, 2006. The general requirements for the DRRP program were published in a Federal Register notice dated Friday, April 28, 2006 and are in Section D of this application kit.

Potential applicants are advised to read the materials carefully, particularly the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, and the appropriate selection criteria (Section F) used by the reviewers to evaluate each application.

These instructions indicate that you can either submit your application electronically through the grants.gov system or you can mail (postmarked) or hand-deliver or by carrier service one original and two copies of your application on or before the application deadline date, to the address listed in Section B - Notice Inviting Applications and Section J - Application Transmittal Instructions. The closing date (application deadline) is **Tuesday, August 8, 2006**.

Cost sharing is required and will be negotiated at the time of the grant award.

If you are submitting by paper

Applications must be postmarked by the closing date of **Tuesday, August 8, 2006,** if submitting in paper. Follow the Application Transmittal Instructions for submitting in paper found in Section K. Please include an electronic copy (disk) with your application. NIDRR would appreciate your including 9 additional copies of your application to facilitate the peer review process (12 copies in all). Also, we would like to suggest that the original copy of the application be secured with a binder clip to facilitate any additional copying that might be required.

If you are submitting electronically

We are encouraging you to submit your application electronically. Electronic copies must be uploaded on Grants.gov and then processed by Grants.gov successfully by 4:30 pm, Washington DC time on the closing date. It may take up to several hours for this process. Please allow several hours or a full day because, if there is a submission error, time will be needed to correct the error and resubmit either electronically or by paper to meet the deadline time and date. For additional information on electronic submission procedures, see the Grants.gov Submission Procedures and Tips for Applicants - Section J. Do not e-mail a copy of your application directly to the Department; electronic submissions can only be made to Grants.gov. We strongly suggest that you carefully check your submission to ensure that you have attached the correct files in the appropriate fields.

We encourage you to read Section J -- Grants.gov Submission Procedures and Tips for Applicants

PROGRAM REGULATIONS

These grants are subject to the requirements of the Education Department General Administrative Regulations (EDGAR), in 34 CFR Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97, which set forth general rules affecting the submittal, review, grant award, and post-award administration for Department of Education grant programs.

TECHNICAL ASSISTANCE

Pre-Application Meeting: A pre-application meeting for both the DBTACs and the DBTAC CORC priorities will be held between 11:00 a.m. and 1:00 p.m. on Thursday, July 13, 2006 by teleconference. Interested parties are invited to participate in a pre-application meeting to discuss the funding priority and to receive information and technical assistance through individual consultation. You must contact Lynn Medley at either 202-245-7338 or lynn.medley@ed.gov by Monday, July 10, 2006 in order to participate in this meeting with NIDRR between 11 a.m. and 1:00 p.m. After the meeting, NIDRR staff also will be available, by phone with prior request, from 2:00 p.m. to 4:00 p.m. on that same day, by telephone, to provide information and technical assistance through individual consultation. Please identify which priority you are interested in.

If you have any questions about the information in this application packet, please contact Donna Nangle at Donna.Nangle@ed.gov or by telephone at (202) 245-7462. Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday.

If you need help with Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/CustomerSupport.

NOTE: Please forward this entire application packet to the individual or office responsible for preparing an application, as they will need the entire packet to complete the grant application.

Thank you for your interest in this program.

Sincerely,

Steven James Tingus, M.S., C.Phil.
Director,
National Institute on Disability
 and Rehabilitation Research

SECTION
B

FEDERAL REGISTER NOTICE INVITING APPLICATIONS FOR NEW AWARDS

Disability Business Technical Assistance Centers (DBTACs) (CFDA Number - 84.133A-15)

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

National Institute on Disability and Rehabilitation Research (NIDRR)--
Disability Rehabilitation Research Projects (DRRPs)--Disability Business
Technical Assistance Centers (DBTACs)

Notice inviting applications for new awards for fiscal year (FY) 2006.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.133A-15

Dates:

Applications Available: June 9, 2006.

Deadline for Transmittal of Applications: August 8, 2006.

Date of Pre-Application Meeting: July 13, 2006.

Eligible Applicants: States; public or private agencies, including for-
profit agencies; public or private organizations, including for-profit
organizations; institutions of higher education (IHEs); and Indian tribes
and tribal organizations.

Estimated Available Funds: $11,050,000.

Estimated Range of Awards: $1,000,000 - $1,105,000.

Estimated Average Size of Awards: 1,105,000.

Maximum Award: We will reject any application that proposes a budget
exceeding $1,105,000 for a single budget period of 12 months. The
Assistant Secretary for Special Education and Rehabilitative Services may
change the maximum amount through a notice published in the Federal
Register.

Note: The maximum amount includes direct and indirect costs.

Estimated Number of Awards: 10.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the DRRP program is to plan and
conduct research, demonstration projects, training, and related activities
to develop methods, procedures, and rehabilitation technology that
maximize the full inclusion and integration into society, employment,

independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended. DRRPs carry out one or more of the following types of activities, as specified and defined in 34 CFR 350.13 through 350.19: research, development, demonstration, training, dissemination, utilization, and technical assistance.

An applicant for assistance under this program must demonstrate in its application how it will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds (34 CFR 350.40(a)). The approaches an applicant may take to meet this requirement are found in 34 CFR 350.40(b).

Additional information on the DRRP program can be found at: http://www.ed.gov/rschstat/research/pubs/res-program.html#DRRP

Priorities: NIDRR has established two priorities for this competition. The General DRRP Requirements priority is from the notice of final priorities for the Disability and Rehabilitation Research Projects and Centers program, published in the Federal Register on April 28, 2006 (71 FR 25472). The Disability Business Technical Assistance Centers (DBTACs) priority is from the notice of final priorities for the Disability and Rehabilitation Research Projects and Centers program, published elsewhere in this issue of the Federal Register.

Absolute Priorities: For FY 2006 these priorities are absolute priorities. Under 34 CFR 75.105(c)(3) we consider only applications that meet these priorities.

These priorities are:

General Disability and Rehabilitation Research Projects (DRRP) Requirements and Disability Business Technical Assistance Centers (DBTACs).

Program Authority: 29 U.S.C. 762(g) and 764(a).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97. (b) The regulations for this program in 34 CFR part 350. (c) The notice of final priorities for the Disability and

Rehabilitation Research Projects and Centers program, published in the Federal Register on April 28, 2006 (71 FR 25472). (d) The notice of final priorities for the Disability and Rehabilitation Research Projects and Centers program, published elsewhere in this issue of the Federal Register.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $11,050,000.

Estimated Range of Awards: $1,000,000 - $1,105,000.

Estimated Average Size of Awards: $1,105,000.

Maximum Award: We will reject any application that proposes a budget exceeding $1,105,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

Note: The maximum amount includes direct and indirect costs.

Estimated Number of Awards: 10.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

    1. Eligible Applicants: States; public or private agencies, including for-profit agencies; public or private organizations, including for-profit organizations; IHEs; and Indian tribes and tribal organizations.

    2. Cost Sharing or Matching: Cost sharing is required and will be negotiated at the time of the grant award.

IV. Application and Submission Information

    1. Address to Request Application Package: You may obtain an application package via Internet or from the Education Publications Center (ED Pubs). To obtain a copy via Internet use the following address: http://www.ed.gov/fund/grant/apply/grantapps/index.html

    To obtain a copy from ED Pubs, write or call the following: Education Publications Center, P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use

a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site: www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA Number 84.133A-15.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed under For Further Information Contact in section VII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition. Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit Part III to the equivalent of no more than 125 pages, using the following standards:

• A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

• Double space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

• Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

The suggested page limit does not apply to Part I, the cover sheet; Part II, the budget section; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

The application package will provide instructions for completing all components to be included in the application. Each application must include a cover sheet (either ED 424 or Standard Form 424); budget requirements (ED Form 524) and a budget narrative justification; other

required forms; an abstract, Human Subjects narrative, Part III narrative; resumes of staff; and other related materials, if applicable.

    3. <u>Submission Dates and Times</u>:

Applications Available: June 9, 2006.

Deadline for Transmittal of Applications: August 8, 2006.

<u>Pre-Application Meeting</u>: Interested parties are invited to participate in a pre-application meeting to discuss the priorities and to receive information and technical assistance through individual consultation. The pre-application meeting will be held on July 13, 2006. Interested parties may participate in this meeting by conference call with NIDRR staff from the Office of Special Education and Rehabilitative Services between 11:00 a.m. and 1:00 p.m., Washington, DC time. On the same day, NIDRR staff also will be available from 2:00 p.m. to 4:00 p.m., by telephone, to provide information and technical assistance through individual consultation. For further information or to make arrangements to participate on the conference call or for an individual consultation, contact Lynn Medley, U.S. Department of Education, Potomac Center Plaza, room 6027, 550 12th Street, SW., Washington, DC 20202. Telephone: (202) 245-7338 or by e-mail:

Lynn.medley@ed.gov

    Applications for grants under this competition may be submitted electronically using the Grants.gov Apply site (Grants.gov), or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or by mail or hand delivery, please refer to section IV. 6. <u>Other Submission Requirements</u> in this notice.

    We do not consider an application that does not comply with the deadline requirements.

    4. <u>Intergovernmental Review</u>: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

    5. <u>Funding Restrictions</u>: We reference regulations outlining funding restrictions in the <u>Applicable Regulations</u> section of this notice.

    6. <u>Other Submission Requirements</u>: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. <u>Electronic Submission of Applications</u>.

We have been accepting applications electronically through the Department's e-Application system since FY 2000. In order to expand on those efforts and comply with the President's Management Agenda, we are continuing to participate as a partner in the new government wide Grants.gov Apply site in FY 2006. Disability Rehabilitation Research Projects-CFDA Number 84.133A-15 is one of the programs included in this project. We request your participation in Grants.gov.

If you choose to submit your application electronically, you must use the Grants.gov Apply site at: http://www.Grants.gov Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

You may access the electronic grant application for Disability Rehabilitation Research Projects at: http://www.grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search.

Please note the following:

Your participation in Grants.gov is voluntary.

When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

Applications received by Grants.gov are time and date stamped. Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date/time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date/time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.

The amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application

and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf

- To submit your application via Grants.gov, you must complete all of the steps in the Grants.gov registration process (see http://www.Grants.gov/GetStarted). These steps include (1) registering your organization, (2) registering yourself as an Authorized Organization Representative (AOR), and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see http://www.grants.gov/assets/GrantsgovCoBrandBrochure8X11.pdf). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to successfully submit an application via Grants.gov.

You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

You may submit all documents electronically, including all information typically included on the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. If you choose to submit your application electronically, you must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified above or submit a password protected file, we will not review that material.

Your electronic application must comply with any page limit

requirements described in this notice.

After you electronically submit your application, you will receive an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. The Department will retrieve your application from Grants.gov and send you a second confirmation by e-mail that will include a PR/Award number (an ED-specified identifying number unique to your application).

We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of System Unavailability

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically, or by hand delivery. You also may mail your application by following the mailing instructions as described elsewhere in this notice. If you submit an application after 4:30 p.m., Washington, DC time, on the deadline date, please contact the person listed elsewhere in this notice under For Further Information Contact, and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number (if available). We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: Extensions referred to in this section apply only to the unavailability of or technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original

and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

     U.S. Department of Education
     Application Control Center
     Attention: (CFDA Number 84.133A-15)
     400 Maryland Avenue, SW.
     Washington, DC 20202-4260

               or

By mail through a commercial carrier:

     U.S. Department of Education
     Application Control Center – Stop 4260
     Attention: (CFDA Number 84.133A-15)
     7100 Old Landover Road
     Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark,

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,

(3) A dated shipping label, invoice, or receipt from a commercial carrier, or

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark, or

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

    c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your

application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133A-15)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

(1) You must indicate on the envelope and — if not provided by the Department — in Item 4 of the ED 424 the CFDA number — and suffix letter, if any — of the competition under which you are submitting your application.

(2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 of EDGAR and 34 CFR 350.54 and are listed in the application package.

The Secretary is interested in hypothesis-driven research and development projects. To address this interest it is expected that applicants will articulate goals, objectives, and expected outcomes for the proposed research and development activities. It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities, and propose projects that are optimally designed to demonstrate outcomes that are consistent with the proposed goals. Applicants are encouraged to include information describing how they will measure outcomes, including the indicators that will represent the end-result, the mechanisms that will be used to evaluate outcomes associated with specific problems or issues, and how the proposed

activities will support new intervention approaches and strategies, including a discussion of measures of effectiveness. Submission of this information is voluntary except where required by the selection criteria listed in the application package.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

Note: NIDRR will provide information by letter to grantees on how and when to submit the report.

4. <u>Performance Measures</u>: To evaluate the overall success of its research program, NIDRR assesses the quality of its funded projects through review of grantee performance and products. Each year, NIDRR examines, through expert review, a portion of its grantees to determine:

- The percentage of newly awarded NIDRR projects that are multi-site, collaborative controlled studies of interventions and programs.

- The number of accomplishments (e.g., new or improved tools, methods, discoveries, standards, interventions, programs, or devices) developed or tested with NIDRR funding that have been judged by expert panels to be of high quality and to advance the field.

- The percentage of grantee research and development that has appropriate study design, meets rigorous standards of scientific and/or engineering methods, and builds on and contributes to knowledge in the field.

- The average number of publications per award based on NIDRR-funded research and development activities in refereed journals.

- The percentage of new grants that include studies funded by NIDRR that assess the effectiveness of interventions, programs, and devices using rigorous and appropriate methods.

NIDRR uses information submitted by grantees as part of their Annual Performance Reports (APRs) for these reviews. NIDRR also determines, using information submitted as part of the APR, the number of publications in refereed journals that are based on NIDRR-funded research and development activities.

Department of Education program performance reports, which include information on NIDRR programs, are available on the Department's Web site:

http://www.ed.gov/about/offices/list/opepd/sas/index.html

Updates on the Government Performance and Results Act of 1993 (GPRA) indicators, revisions and methods appear on the NIDRR Program Review Web site:
http://www.neweditions.net/pr/commonfiles/pmconcepts.htm

Grantees should consult these sites, on a regular basis, to obtain details and explanations on how NIDRR programs contribute to the advancement of the Department's long-term and annual performance goals.

VII. Agency Contact

<u>For Further Information Contact</u>: Donna Nangle, U.S. Department of
Education, 400 Maryland Avenue, SW., room 6030, Potomac Center Plaza,
Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail:
donna.nangle@ed.gov

If you use a telecommunications device for the deaf (TDD), you may
call the TDD number at (202) 245-7317 or the Federal Relay Service (FRS)
at 1-800-877-8339.

Individuals with disabilities may obtain this document in an
alternative format (e.g., Braille, large print, audiotape, or computer
diskette) on request to the program contact person listed in this section.

VIII. Other Information

<u>Electronic Access to This Document</u>: You may view this document, as well
as all other documents of this Department published in the <u>Federal</u>
<u>Register</u>, in text or Adobe Portable Document Format (PDF) on the Internet
at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available
free at this site. If you have questions about using PDF, call the U.S.
Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the
Washington, DC, area at (202) 512-1530.

<u>Note</u>: The official version of this document is the document published in
the <u>Federal Register</u>. Free Internet access to the official edition of the
<u>Federal Register</u> and the Code of Federal Regulations is available on GPO
Access at: www.gpoaccess.gov/nara/index.html

Dated: June 9, 2006

_____
John H. Hager,
<u>Assistant Secretary for</u>
<u>Special Education and</u>
<u>Rehabilitative Services</u>.

SECTION
C

FEDERAL REGISTER
FINAL PRIORITY NOTICE

Including the Disability Business Technical Assistance Centers (DBTACs)

4000-01-U

DEPARTMENT OF EDUCATION

National Institute on Disability and Rehabilitation Research--Disability and Rehabilitation Research Projects and Centers Program--Disability Rehabilitation Research Projects (DRRPs); Funding Priorities

AGENCY: Office of Special Education and Rehabilitative Services, Department of Education.

ACTION: Notice of final priorities.

SUMMARY: The Assistant Secretary for Special Education and Rehabilitative Services announces certain final priorities for the Disability and Rehabilitation Research Projects and Centers Program administered by the National Institute on Disability and Rehabilitation Research (NIDRR). Specifically, this notice announces two priorities -- a priority for the Disability Business Technical Assistance Centers (DBTACs) and a priority for the Disability Business Technical Assistance Center Coordination, Outreach, and Research Center (DBTAC CORC). The Assistant Secretary may use these priorities for competitions in fiscal year (FY) 2006 and later years. We take this action to focus research attention on areas of national need. We intend these priorities to improve rehabilitation services and outcomes for individuals with disabilities.

EFFECTIVE DATE: These priorities are effective July 10, 2006.

FOR FURTHER INFORMATION CONTACT: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW., room 6030, Potomac Center Plaza, Washington, DC 20202-2700. Telephone: (202) 245-7462 or via Internet:

donna.nangle@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

    Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed under FOR FURTHER INFORMATION CONTACT.

SUPPLEMENTARY INFORMATION:

Disability and Rehabilitation Research Projects (DRRP) Program

The purpose of the DRRP program is to plan and conduct research, demonstration projects, training, and related activities to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended. DRRPs carry out one or more of the following types of activities, as specified and defined in 34 CFR 350.13 through 350.19: research, development, demonstration, training, dissemination, utilization, and technical assistance.

An applicant for assistance under this program must demonstrate in its application how it will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds (34 CFR 350.40(a)). The approaches an applicant may take to meet this requirement are found in 34 CFR 350.40(b). In addition, NIDRR intends to require all DRRP applicants to meet the requirements of the General Disability and Rehabilitation Research Projects (DRRP) Requirements priority that it published in a notice of final priorities in the Federal Register on April 28, 2006 (71 FR 25472).

Additional information on the DRRP program can be found at: http://www.ed.gov/rschstat/research/pubs/res-program.html#DRRP

We published a notice of proposed priorities (NPP) for NIDRR's Disability and Rehabilitation Research Projects and Centers Program, including the DRRP program, in the Federal Register on February 7, 2006 (71 FR 6318). The NPP included a background statement that described our rationale for each priority proposed in that notice.

This notice of final priorities (NFP) addresses 2 of the 15 priorities proposed in the NPP. The priorities addressed in this NFP are as follows:

- Disability Business Technical Assistance Centers (DBTACs) (a DRRP, designated as Priority 10 in the NPP).

• Disability Business Technical Assistance Center Coordination, Outreach, and Research Center (DBTAC CORC) (a DRRP, designated as Priority 11 in the NPP).

Because of the volume of comments received in response to the NPP, NIDRR has published two other separate notices of final priorities for the other 12 priorities proposed in the NPP (i.e., those priorities designated as Priorities 1 through 9 and 13 through 15 in the NPP). More information on these other priorities and the projects and programs that NIDRR intends to fund in FY 2006 can be found on the Internet at the following site: http://www.ed.gov/fund/grant/apply/nidrr/priority-matrix.html

This NFP contains several changes from the NPP in both priorities. We fully explain these changes in the Analysis of Comments and Changes section that follows.

Analysis of Comments and Changes

In response to our invitation in the NPP, 606 parties submitted comments on the proposed priorities addressed in this NFP.

An analysis of the comments and the changes in the priorities since publication of the NPP follows.

In their responses to the NPP, many commenters failed to specify whether their comments addressed one or both of the proposed priorities. In addition, many comments concerned the relationship between the DBTACs and the DBTAC CORC and, therefore, relate to both priorities. In reviewing the comments received, we determined that the comments could be organized into the following general categories: (1) DBTACs and Core Functions, (2) Research and Research Requirements, and (3) Other. Therefore, we have organized the Analysis and Comments and Changes section using these three categories.

Of the 606 comments received, the majority of comments (597) expressed concerns about the structure of the DBTACs and the proposed changes to the DBTAC's activities; these concerns included questions related to the core functions of the currently funded DBTACs and NIDRR's proposal to require DBTACs to conduct research. We address these comments under the categories DBTACs and Core Functions and Research and Research Requirements. In addition, several commenters raised issues relating to technology, resource allocation, underserved populations, use of the name

DBTAC, interagency coordination and collaboration and other concerns. We address these comments under the heading Other.

Generally, we do not address technical and other minor changes, or suggested changes the law does not authorize us to make under the applicable statutory authority. In addition, we do not address general comments that raised concerns not directly related to the proposed priorities.

<div align="center">General</div>

The final priorities announced in this NFP are designed to align the DBTAC and DBTAC CORC activities with NIDRR's mission by requiring grantees to conduct scientifically based research and to use evidence-based practices. Consistent with NIDRR's Final Long-Range Plan for FY 2005-2009 (Plan), NIDRR is establishing these priorities to restructure and strengthen the DBTAC program, and to further enable program grantees to make significant impacts on disability and rehabilitation outcomes through scientifically based research.

<div align="center">DBTACs and Core Functions</div>

Comment: Many commenters stated opposition to what they believed amounted to a discontinuance of the DBTAC program, and urged NIDRR to retain the program.

Discussion: NIDRR has not proposed to eliminate the DBTAC program. The proposed DBTACs priority is designed to expand the existing DBTAC program by aligning the mission of the program with NIDRR's mission of improving the lives of people with disabilities through research.

Changes: None.

Comment: Some commenters urged NIDRR to maintain the core functions of the DBTACs; these core functions are defined as information and referral, technical assistance, training, and dissemination of information on all titles of the Americans with Disabilities Act of 1990, as amended (ADA).

Discussion: The proposed DBTACs priority requires grantees to perform the core activities carried out under the existing DBTAC program. NIDRR believes that these activities are critical for DBTACs to help ensure full implementation of the ADA. NIDRR expects all grantees funded under the DBTACs priority to use their grant award to support activities that are consistent with the goals and purposes of all titles of the ADA.

Changes: None.

Research and Research Requirements

Comment: Several commenters expressed concern that the research component of the proposed DBTACs priority is being restricted exclusively to employment-related research.

Discussion: While NIDRR believes that, given their relationships with both the business and disability communities, the DBTACs are uniquely positioned to conduct research on critical disability employment questions, NIDRR does not expect that DBTAC studies will be restricted to employment-related research. Consistent with the Plan, NIDRR establishes research priorities under specific research domains. The DBTAC activities support research in the employment domain and in the community living/participation domain (for more information on these domains, see the Plan). The proposed DBTACs priority provides for studies related to all titles of the ADA, and a range of other research topics, including technology and postsecondary education, technology and school-to-work transition, employment, and participation/community living.

Changes: None.

Comment: Some commenters were particularly concerned that the proposed DBTACs priority would shift too much of the DBTACs' focus to employment outcomes and to research. Other commenters suggested that by requiring DBTACs to conduct research, DBTACs would be forced to use limited funds and staff to conduct research activities, which would result in a dilution of resources for other activities that are core functions of the currently funded DBTACs. Many of these commenters recommended that NIDRR specify the percentage of DBTAC funding that DBTACs should devote to research activities.

Discussion: NIDRR does not agree that the proposed DBTACs priority would shift too much of the focus to employment outcomes and to research. As stated elsewhere in this NFP, NIDRR has included research in the DBTACs priority in order to align the DBTAC program with NIDRR's overall mission. When addressing the research requirements of the DBTACs priority, NIDRR expects that grantees will consult with and receive expert technical assistance from the DBTAC CORC. Coordination with the DBTAC CORC will help ensure that DBTAC funds and resources devoted to research activities

are used efficiently. In addition, the DBTAC CORC will help ensure that DBTACs conduct scientifically based studies by providing them with significant support in research planning and development, and on-going technical assistance.

NIDRR does not prescribe specific funding amounts or allocations of project budgets in the proposed DBTACs and DBTAC CORC priorities. While we believe that the required DBTACs research activities would require grantees to devote at least fifteen percent of their project funds to research activities, NIDRR will determine whether the proposed amount is appropriate based on the nature and scope of the research activities to be performed.

Changes: None.

Comment: Commenters questioned the new focus of the DBTACs on research. A large number of these commenters recommended that the DBTAC CORC be primarily responsible for research.

Discussion: NIDRR does not agree that the DBTAC CORC should have primary responsibility for research. The proposed DBTACs priority requires that research activities involve a collaborative partnership between the DBTAC CORC and the regional DBTACs. The proposed DBTAC CORC priority requires the DBTAC CORC to collaborate and consult with each regional DBTAC to achieve this goal. NIDRR expects that regional DBTACs will each have a focused program of research that is supported by the DBTAC CORC. Consistent with the proposed DBTAC CORC priority, the DBTAC CORC would have primary responsibility for systematic reviews and analyses of data and products submitted by the regional DBTACs. In addition, the DBTAC CORC would be responsible for reviewing regional DBTAC research proposals. As explained in the Background statement for the proposed DBTAC CORC priority in the NPP, the details regarding the administration of the required DBTAC CORC activities will be specified in the Department's cooperative agreement with the grantee that receives an award under this priority.

Changes: None.

Comment: Commenters requested clarification on how NIDRR envisions the respective roles of the DBTACs and the DBTAC CORC in research activities.

Discussion: Under the proposed DBTAC CORC priority, the DBTAC CORC is expected to take the lead role in facilitating the development of a coordinated national research agenda for the DBTACs. Under the DBTACs priority, each DBTAC grantee must participate in and conduct research; at a minimum, DBTAC grantees are expected to conduct small research projects.

NIDRR envisions a two-stage process for regional DBTAC research activities. The first stage will involve regional DBTAC preparation and submission of a preliminary research proposal that includes a brief description of a proposed research plan identifying topic(s), methodology, and expected outcomes to the DBTAC CORC. NIDRR expects that these preliminary research proposals will be further informed by systematic reviews and analyses by the DBTAC CORC. In the second stage, the DBTAC CORC will assess the merits of each research proposal and provide ongoing, expert technical assistance to each regional DBTAC. The DBTAC CORC Review Board, which will be composed of expert advisor(s), a methodology consultant, a research consortium coordinator, and research analysts, will support these activities. The DBTAC CORC Review Board will review research proposals submitted by the DBTACs, as well as DBTAC plans for new research activities, products, and publications. NIDRR envisions that the DBTAC CORC will support the regional DBTACs' research by using its expertise as well as the data provided by the regional DBTACs to generate research questions and hypotheses for DBTAC research.

Similar to the regional DBTACs, the DBTAC CORC must also conduct research. NIDRR expects that the research conducted by the DBTAC CORC will complement research activities being implemented as part of the national DBTAC research agenda.

We believe that the proposed priorities require some additional information to clarify the responsibilities of and the relationship between the DBTAC CORC and the regional DBTACs.

Changes: NIDRR has revised the DBTACs and the DBTAC CORC priorities to provide more information on how NIDRR envisions the implementation and coordination of DBTAC and DBTAC CORC research-related activities, particularly the responsibilities and processes for collaboration and research capacity building. In an effort to clarify the research component of the DBTACs priority, we have changed the order of the

requirements and have included, in paragraphs (e), (f), and (g), additional information about the research-related responsibilities of the DBTACs and the DBTAC CORC, including the responsibility of all centers to collaborate. In addition, we have revised paragraphs (c), (d), and (e) of the DBTAC CORC priority to provide more information about DBTAC CORC research requirements and the requirements relating to DBTACs research and collaboration. A more detailed description of the changes follows:

We have revised paragraph (e) of the DBTACs priority and paragraph (e) of the DBTAC CORC priority to clarify the two-stage process for the submission of preliminary research proposals by the DBTACs, the DBTAC CORC's review of DBTAC research proposals, and the provision of technical assistance and support by the DBTAC CORC to assist DBTACs with achievement of expected outcomes and to identify areas of potential collaborative research. These paragraphs also have been revised to clarify the responsibility of the DBTACs to conduct rigorous research beginning in the second year of the project and the requirement that the DBTAC CORC provide on-going technical assistance and support to the DBTACs to help ensure that the DBTACs' research is scientifically based and of high quality.

We have moved and revised paragraph (h) of the proposed DBTACs priority. The paragraph, now designated as paragraph (f), has been revised to clarify that DBTACs are responsible for providing their program data and findings to the DBTAC CORC so that the DBTAC CORC can produce evidence reports, identify gaps in the research agenda where new or additional research is warranted, conduct relevant research, assist with an enhanced understanding of ADA compliance and implementation issues on a national level, and generate topics for a national DBTAC research agenda. We also have revised this paragraph to clarify that the specific research to be conducted by the individual DBTACs will be determined through coordination between the DBTAC and the DBTAC CORC.

We have revised paragraph (f) of the proposed DBTACs priority (now designated as paragraph (g)) to clarify that DBTACs will collaborate with, and receive support from, the DBTAC CORC Review Board as they evaluate and disseminate their research-based information.

We have revised paragraphs (c) and (d) of the DBTAC CORC priority to clarify the research requirement for the DBTAC CORC and to provide more

information about the DBTAC CORC Review Board. We clarified who will serve on the DBTAC CORC Review Board and what functions the board will perform. The board must be composed of expert advisor(s), a methodology consultant, a research consortium coordinator, and research analysts. The board will review DBTAC research proposal plans for new research activities, products, and publications; assist to identify and recommend research activities that are best conducted via collaborative research; and conduct systematic reviews of the DBTAC research.

Comment: One commenter asked NIDRR to clarify the roles and responsibilities between the DBTACs and the DBTAC CORC in collecting and analyzing research. For example, the commenter specifically asked if NIDRR intends that the DBTAC CORC will be responsible for analyzing data that DBTACs collect, or if DBTACs will be required to complete the entire research process for their studies.

Discussion: For each research study conducted by a DBTAC using DBTAC funding, NIDRR intends that the regional DBTAC responsible for the study will collect and analyze the research study data, consistent with scientifically based research standards and procedures. All DBTACs are required to conduct research. Nothing in the DBTACs priority, however, prohibits DBTACs from proposing joint studies that they can conduct with other DBTACs. If DBTACs are engaging in joint studies, at least one of the DBTACs must be responsible for collecting and analyzing research study data.

Changes: None.

Comment: One commenter suggested that other NIDRR-funded entities specializing in disability research, such as the Rehabilitation Research and Training Centers (RRTCs), should be required to conduct the research that NIDRR proposes to include as part of the DBTACs priority. This commenter also stated that NIDRR should not change the service structure of the DBTACs to include a research component.

Discussion: NIDRR does not agree with this comment and believes that it is critical to align the DBTACs with NIDRR's overall research mission. Both the DRRP and RRTC program mechanisms have unique, valued features. In general, the DRRP mechanism offers a more flexible vehicle to support certain research and training objectives than the RRTC mechanism. DRRPs

may include research, demonstration projects, training, and related activities that help maximize the full inclusion and integration of individuals with disabilities into society and improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended. Consistent with NIDRR's mission, NIDRR-funded entities specializing in disability research are required to conduct research. Accordingly, NIDRR expects that grantees funded under the DBTACs and DBTAC CORC priorities, both of which are priorities funded under the DRRP program, will conduct research.

Changes: None.

Comment: One commenter stated that each of the 10 geographically dispersed DBTACs have unique strengths, and expressed a concern that requiring them all to conduct research would make it difficult to maintain consistency and ensure high quality services and products. Further, the commenter recommended that NIDRR support a national research center to be responsible for the information technology assistance and support previously provided to DBTACs so that the services would be integrated into a central location.

Discussion: NIDRR agrees that consideration must be given to the fact that the skills of the researchers at each DBTAC may differ, and that coordination among regional DBTACs is needed. NIDRR expects that the DBTAC CORC will provide a wide range of support and technical assistance, including significant support to the regional DBTACs in research planning and development activities. The DBTAC CORC is expected to provide support and ongoing technical assistance to the regional DBTACs for the duration of their project periods. NIDRR believes that the DBTAC CORC activities and the expertise of the DBTAC CORC Review Board will help to build research capacity across regional DBTAC projects and help ensure that the DBTACs conduct scientifically based research that meets the highest possible standards of quality.

NIDRR also agrees that coordination of research activities for the 10 regional DBTACs is critical. Therefore, NIDRR expects that the DBTAC CORC will centralize some aspects of DBTAC operations as well as facilitate coordination among the DBTACs by establishing a coordinated national DBTAC research agenda.

Changes: None.

Comment: Several commenters suggested that adding a research component to the DBTAC program would duplicate NIDRR's other research efforts. Some commenters also stated that the proposed DBTAC CORC would duplicate the efforts of NIDRR's current National Center on the Dissemination of Disability Research (NCDDR).

Discussion: It is true that NIDRR supports research on many aspects of employment, participation and community living. Nonetheless, NIDRR believes that a more focused ADA research agenda that is directly associated with the DBTAC program will strengthen research capacity and further improve our understanding about disability and rehabilitation outcomes for individuals with disabilities, particularly how those outcomes can be enhanced through identification of impediments to compliance with the ADA. That said, NIDRR does not intend to fund research that is truly duplicative of current or recent NIDRR-funded studies and projects. Accordingly, NIDRR encourages applicants to become familiar with NIDRR's current and recent research portfolio to avoid proposing redundant studies.

   NIDRR also does not believe that the DBTAC CORC will duplicate the efforts of the NCDDR. NCDDR supports the translation and dissemination of much of the research supported by NIDRR, but it has a specific work scope defined in its grant. (For more information about NCDDR go to http://www.ncddr.org.) The NCDDR is not positioned to take on new research or products from an innovative and targeted program such as the DBTAC program.

Changes: None.

Comment: One commenter asked NIDRR to clarify whether "rigorous research activities" include the assessment of technical assistance, training, and information dissemination outcomes in addition to more traditional intervention research.

Discussion: It is not entirely clear what the commenter means by traditional intervention research. NIDRR intends that all DBTAC research activities, including components that address the assessment of technical assistance, training, and information dissemination outcomes, will adhere to research standards and use scientifically based approaches consistent

with defensible methodological standards. Paragraph (g) of the DBTACs priority requires that DBTACs adhere to standards and guidelines that are consistent with evidence-based practices for research dissemination and evaluation (see http://www.cebm.net, http://www.cochrane.org, www.campbellcollaboration.org/guide.flow.pdf, http://www.ngc.gov, http://www.science.gov/).

Changes: None.

Comment: One commenter recommended that the priorities include indicators, such as process measures, in addition to outcome measures.

Discussion: NIDRR has organized the DBTACs and DBTAC CORC priority requirements around programmatic outcomes. We believe that this approach supports the assessment of programmatic outcomes and is consistent with the logic model framework, as outlined in the Plan, as well as the Department of Education's desire to enhance accountability and demonstrate results. While NIDRR recognizes the value of indicators such as process measures, it does not believe that it is necessary to require all applicants to establish indicators.

Changes: None.

<center>Other</center>

Comment: Several commenters asked what is meant by the term "technology", as it is used in the priorities, and wanted to know whether we intend for the term to refer to assistive technology (AT), information technology, or both.

Discussion: As used in the DBTACs and DBTAC CORC priorities, NIDRR intends for the term "technology" to refer to AT, as defined in the Rehabilitation Act of 1973, as amended. The term refers to AT devices or AT services, and may include IT. According to section 7(3) of the Rehabilitation Act, the term AT device has the meaning given to the term in section 3 of the Assistive Technology Act of 1998; that is, "any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities."

The term AT service, as, as defined in section 7(4) of the Rehabilitation Act means "any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive

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device" (see Section 3(5) of the Assistive Technology Act of 1998 (29 U.S.C. 3002) for more information on services that are considered AT services). As used in these priorities, therefore, the term technology could refer to information technology as long as the information technology would be considered AT, as defined in the Rehabilitation Act of 1973, as amended.

Changes: None.

Comment: One commenter expressed difficulty understanding the relationship between employment outcomes and the ADA. Another commenter recommended that the priority be revised to state: "NIDRR recognizes that many elements of ADA implementation impact employment outcomes…"

Discussion: NIDRR believes that many elements of ADA implementation affect employment outcomes for individuals with disabilities. Grantees under the DBTACs priority are required to develop research proposals with research questions or hypotheses that are consistent with standard research practices. Accordingly, grantees can propose research questions or hypotheses that are designed to examine the relationship between the ADA and employment outcomes for individuals with disabilities.

Changes: None.

Comment: One commenter recommended that the DBTACs priority require DBTACs to partner with other federally funded programs, such as the Ticket to Work Program.

Discussion: The DBTACs priority requires each DBTAC to collaborate with the DBTAC CORC and other DBTACs. The priority also requires DBTACs to develop and apply effective coordination strategies within the network of relevant NIDRR RRTCs, Rehabilitation Engineering Research Centers, DRRPs, NIDRR-funded knowledge translation and dissemination centers, employers, industries, community entities, and federally funded programs, such as the Rehabilitation Services Administration AT State grants. NIDRR does not believe that it is appropriate to require grantees to participate in the type of partnership activities recommended by the commenter. That said, nothing in the priority prohibits an applicant from proposing these partnership activities.

Changes: None.

Comment: One commenter stated that paragraph (b) of the proposed DBTACs priority is shortsighted in that it does not recognize other important aspects of full implementation of the ADA, including facility accessibility, accessible transportation, and effective communication. According to the commenter, because all aspects of ADA implementation are addressed in the outcome described in paragraph (a) of the proposed priority, paragraph (b) should be removed.

Discussion: NIDRR believes that the outcome described in paragraph (b) of the DBTACs priority is qualitatively different from the outcome described in paragraph (a) of the priority. The outcome described in paragraph (a) is broadly identified as an improved understanding about the rights and responsibilities under the ADA, as well as developments in case law, policy, and implementation. In paragraph (b), NIDRR intends to emphasize improved employment outcomes for individuals with disabilities in high growth industries. NIDRR believes it is necessary to emphasize this outcome to ensure that the DBTAC activities adequately address those industries that are potentially best situated to increase employment options and opportunities for individuals with disabilities.

Changes: None.

Comment: One commenter recommended that existing DBTAC databases and document portals be consolidated under the control of the DBTAC CORC and that paragraph (a) of the proposed DBTAC CORC priority be revised to reflect this recommendation.

Discussion: NIDRR agrees with this commenter, and intends for the DBTAC CORC to serve as a national repository for DBTAC information and products, including data products and the content of previously funded ADA document portals and Web sites, and project and national DBTAC databases. For example, NIDRR intends for the DBTAC CORC to maintain the contents and functions of the ADA Document Portal and National DBTAC databases that currently exist, such as the ADA Impact Measurement System (AIMS) project databases and the national DBTAC Outcomes Databases, and other regional and national project databases.

Changes: We have revised paragraph (a) of the DBTAC CORC priority to require the DBTAC CORC to serve as the central repository for DBTAC

information and products, and to be responsible for the maintenance of data products and the content of previously funded ADA document portals and Web sites, and project and national DBTAC databases.

Comment: One commenter recommended that NIDRR revise the outcome in paragraph (i) of the DBTAC CORC priority to focus on the ADA instead of "the state of the science." The commenter also recommended that NIDRR revise the priority to require a "state of the ADA conference," and to encourage broad attendance at the conference by NIDRR grantees involved in applicable research as well as practitioners from the field, Federal agencies, and consumers.

Discussion: NIDRR believes that the annual conference hosted by the DBTAC CORC should focus on an enhanced understanding of the "state of the science," because a focus on the "state of the science" is more comprehensive than a narrow focus on the state of the ADA. As used in the DBTAC CORC priority, NIDRR intends for the term "state of the science" to refer to the current state of scientific evidence available on particular topics, such as those identified in the priority or those topics relating to all titles of the ADA, and the evaluation of the latest research findings in these topic areas. With regard to the commenter's second point, nothing in the priority precludes the DBTAC CORC from inviting the groups identified by the commenter to the annual conference it will host in accordance with paragraph (i) of the priority.

Changes: None.

Comment: One commenter recommended that NIDRR require all centers funded under the DBTACs priority to identify themselves with names that include the term "DBTAC" as the primary identifier. The commenter noted that it is difficult to locate DBTAC resources without the use of a common name. Another commenter requested that NIDRR change the name of the centers to be supported under the DBTACs priority, because adding a research focus to the priority is not consistent with the DBTAC history of service and is misleading to the public.

Discussion: NIDRR agrees that a common name for DBTAC grantees would be beneficial. NIDRR also agrees that the DBTAC program has a long and distinguished history of services and wishes to maintain this tradition, as well as the DBTAC program name. Accordingly, NIDRR expects all

entities funded under the DBTACs priority to support name recognition for the DBTAC program by identifying themselves as DBTAC projects with the term DBTAC prominently displayed in their project names. NIDRR expects grantees to adopt project names that use the following format: DBTAC-[Insert entity title or project name, region or other identifying information].

NIDRR does not agree that the DBTAC name should be changed. The DBTACs priority requires that the core functions of the DBTAC program be maintained. Adding the research component to the priority neither detracts from nor diminishes the quality of service to be provided by the DBTACs. Instead, NIDRR believes that requiring research-related activities will help to ensure that services and interventions delivered by DBTACs are the most effective and relevant to meet the needs of the individuals and communities they serve.

Changes: NIDRR has revised the DBTACs priority by adding paragraph (j) to clarify that a desired outcome of the project is to improve awareness, outreach, and access to DBTAC services by enhancing the name recognition of the DBTAC program. Specifically, the newly added paragraph requires grantees to use the term DBTAC as a primary identifier in project titles and specifies the naming convention format that must be used by all DBTACs.

Comment: One commenter asked if the DBTAC CORC will be the only entity producing evidence reports. The commenter also asked what DBTAC data the DBTAC CORC will analyze.

Discussion: The DBTAC CORC priority requires the DBTAC CORC to produce evidence reports. There is nothing in either the DBTACs or DBTAC CORC priorities to preclude regional DBTACs from generating or producing their own evidence reports provided that those reports are consistent with their project activities.

With regard to the commenter's second point, the DBTAC CORC is responsible for conducting rigorous analyses of regional DBTAC data to accomplish the programmatic outcomes identified in the DBTAC CORC priority. The regional DBTACs and DBTAC CORC are required to collaborate on identification of data analysis needs.

Changes: None.

Comment: One commenter suggested that it would be a conflict of interest for a single entity to be awarded both a regional DBTAC grant and the DBTAC CORC grant, and encouraged NIDRR to fund separate entities under these priorities.

Discussion: NIDRR intends to conduct an open competition for the DBTAC CORC, and will not prohibit applicants for a regional DBTAC from applying under the DBTAC CORC competition. NIDRR intends to award DBTAC CORC funds under a cooperative agreement that will outline specifications for administration of the required DBTAC CORC activities. NIDRR will closely examine conflict of interest issues.

Changes: None.

Comment: One commenter stated that many DBTACs maintain bilingual staff in order to address the needs of individuals who do not speak English, and suggested that a shift in focus may eliminate the DBTAC's ability to address the needs of non-English speaking populations.

Discussion: The DBTACs priority does not prohibit projects from addressing the needs of non-English speaking populations. In accordance with section 350.40 of the Disability and Rehabilitation Research Projects and Centers Program regulations, all applicants are required to demonstrate in their application how they will meet the needs of minority populations; this includes linguistic minorities. Additionally, in accordance with Federal law, the application must outline non-discrimination hiring policies. The DBTACs priority in no way prevents or prohibits projects from maintaining bilingual staff.

Changes: None.

Comment: None.

Discussion: NIDRR believes that DBTAC and DBTAC CORC collaboration with other relevant federally funded programs will enhance the coordination of information dissemination and promote the use of research findings across relevant Federal programs.

Changes: We have revised proposed paragraph (g) of the DBTACs priority (paragraph (h) in the final priority announced in this NFP) and paragraph (f) of the DBTACs CORC priority to include other federally funded programs, such as the Rehabilitation Services Administration (RSA)

Assistive Technology (AT) State grants, among the entities with which the DBTACs and the DBTAC CORC must coordinate.

Note: This notice does not solicit applications. In any year in which we choose to use these proposed priorities, we invite applications through a notice in the Federal Register. When inviting applications we designate the priorities as absolute, competitive preference, or invitational. The effect of each type of priority follows:

Absolute priority: Under an absolute priority, we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

Competitive preference priority: Under a competitive preference priority, we give competitive preference to an application by either (1) awarding additional points, depending on how well or the extent to which the application meets the competitive preference priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the competitive preference priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

Invitational priority: Under an invitational priority, we are particularly interested in applications that meet the invitational priority. However, we do not give an application that meets the invitational priority a competitive or absolute preference over other applications (34 CFR 75.105(c)(1)).

Note: This NFP is in concert with President George W. Bush's New Freedom Initiative (NFI) and the Plan. The NFI can be accessed on the Internet at the following site:

http://www.whitehouse.gov/infocus/newfreedom

The Plan, which was published in the Federal Register on February 15, 2006 (71 FR 8165), can be accessed on the Internet at the following site: http://www.ed.gov/about/offices/list/osers/nidrr/policy.html.

Through the implementation of the NFI and the Plan, NIDRR seeks to-- (1) Improve the quality and utility of disability and rehabilitation research; (2) Foster an exchange of expertise, information, and training to facilitate the advancement of knowledge and understanding of the unique needs of traditionally underserved populations; (3) Determine best strategies and programs to improve rehabilitation outcomes for underserved

populations; (4) Identify research gaps; (5) Identify mechanisms of integrating research and practice; and (6) Disseminate findings.

Disability Business Technical Assistance Centers (DBTACs)

Priority:

The Assistant Secretary for Special Education and Rehabilitative Services establishes, under its Disability Rehabilitation Research Projects program, a priority for the funding of 10 Disability and Business Technical Assistance Centers (DBTACs), 1 within each of the 10 U.S. Department of Education regions. Each DBTAC must be designed to contribute to the following outcomes:

(a) Improved understanding about rights and responsibilities under the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq. (ADA), as well as developments in case law, policy, and implementation through rigorous research and technical assistance activities.

(b) Improved employment outcomes for individuals with disabilities by conducting activities that help to increase accommodations, access to technology, and supports in the workplace, especially in high growth industries.

(c) Enhanced ADA information dissemination, awareness, and referral activities by establishing effective, coordinated local, regional, and national resource networks. The DBTAC will contribute to this outcome by, among other activities, partnering with the DBTAC Coordination, Outreach and Research Center (DBTAC CORC) and other regional DBTACs to develop, implement and evaluate these networks.

(d) Enhanced capacity of entities at the local and State levels and within specific industries to provide technical assistance and training on the ADA through dissemination of information that promotes awareness of the ADA.

(e) Identification of impediments to compliance with the ADA and individuals' access to technology, postsecondary education, and the workforce, and of tested solutions and innovative approaches for eliminating these impediments by conducting targeted, rigorous research activities in at least one of the following areas: employment, technology and postsecondary education, technology and school-to-work transition, and

participation and community living. Research activities require, in the
first year of the project period, submission of a preliminary research
proposal (i.e., topic, research hypotheses/questions, research design and
methodology, and expected outcomes) to the DBTAC CORC for review; the CORC
will provide technical assistance for the regional DBTAC research
activities and help to identify areas for potential collaborative
research. Beginning in the second year of the project period, DBTAC
grantees are required to conduct rigorous, high quality research.

(f) Improved research capacity through scientifically-based data
collection and analysis leading to identification of research topics and
DBTAC CORC development of a preliminary research agenda for consideration
by the DBTACs. Grantees must submit their program data and findings to
the DBTAC CORC in order to assist the DBTAC CORC with producing evidence
reports, identifying gaps in the research agenda where new or additional
research is warranted, conducting relevant research, assisting with
enhanced understanding of ADA compliance and implementation issues on a
national level, and generating topics for a national DBTAC research
agenda. The specific research to be conducted by the individual DBTAC
will be determined through coordination between the DBTAC and the DBTAC
CORC.

(g) Enhanced quality and relevance of information, and
dissemination of research-based information by adhering to standards and
guidelines that are consistent with evidence-based practices for research
dissemination and evaluation (see http://www.cebm.net,
http://www.cochrane.org, www.campbellcollaboration.org/guide.flow.pdf,
http://www.ngc.gov, http://www.science.gov/), and through coordination
with and support of the DBTAC's CORC Review Board.

(h) Improved technical assistance and research capacity through
development and application of effective coordination strategies within
the network of relevant NIDRR Rehabilitation Research and Training
Centers, Rehabilitation Engineering Research Centers, Disability
Rehabilitation Research Projects, NIDRR-funded knowledge translation and
dissemination centers, employers, industries, community entities, and
federally funded programs, such as the Rehabilitation Services
Administration (RSA) Assistive Technology (AT) State grants.

(i)   Improved knowledge about the provision of ADA and employment-related technical assistance, implementation of the ADA, and employment outcomes through submission of region-specific information and data to the DBTAC CORC for analysis and reporting.

(j)   Improved awareness, outreach, and access to technical assistance through clear identification of DBTAC projects leading to enhanced name recognition, including use of a primary identifier (i.e., DBTAC) in project titles. All grantees must provide for the prominent display of the term DBTAC in their project names using the following format: DBTAC – [insert entity title or project name, region, or other identifying information].

Disability Business Technical Assistance Center Coordination, Outreach, and Research Center (DBTAC CORC)

Priority:

The Assistant Secretary for Special Education and Rehabilitative Services establishes, under its Disability Rehabilitation Research Projects program, a priority for the funding of a Disability Business Technical Assistance Center Coordination, Outreach, and Research Center (DBTAC CORC). The DBTAC CORC must be designed to contribute to the following outcomes:

(a)   Improved public access to information relating to the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq. (ADA), through development and maintenance of a public Web site that includes relevant information that is of national interest and useful across all DBTAC regions, preparation of documents in a format that meets a government or industry-recognized standard for accessibility, and establishment of a DBTAC database to support regional DBTAC activities. The DBTAC CORC also will serve as the central repository for DBTAC information and products, and will be responsible for the maintenance of data products and the content of previously funded ADA document portals and Web sites, and project and national DBTAC databases.

(b)   Improved technical assistance, collaboration, information dissemination, knowledge translation and training materials through a national, coordinated process for developing materials to address topics that are relevant across regions; and use of a CORC Review Board to assist

with development and review of collaborative products, and research activities.

(c) Increased research capacity building and high quality research through synthesis and analysis of ADA information and data provided by the regional DBTACs, and reviews of literature and related information from other sources, in order to produce evidence reports, generate topics for the regional DBTAC research activities, identify areas where additional research is warranted, conduct relevant research that is consistent with the research activities being implemented as part of the national DBTAC research agenda, and enhance understanding of ADA compliance and implementation issues on a national level.

(d) Enhanced capacity of regional DBTACs to assist with improving employment outcomes, workplace supports and accommodations, and ADA compliance by producing evidence reports, conducting rigorous analyses of regional DBTAC data, and evaluating products and proposed publications. The DBTAC CORC will contribute to this outcome by (1) establishing a DBTAC CORC Review Board composed of expert advisor(s), a methodology consultant, a research consortium coordinator, and research analysts to (i) review regional DBTAC research proposal plans for new research activities, products, and publications; (ii) coordinate potential collaborative research activities; and (iii) conduct systematic reviews of DBTAC research using a set of evidence questions based on scientific studies and standards (see http://www.cebm.net, http://www.cochrane.org, www.campbellcollaboration.org/guide.flow.pdf, http://www.ngc.gov, http://www.science.gov/); (2) establishing guidelines for submission of information to the DBTAC CORC by the regional DBTACs; and (3) providing technical assistance to regional DBTACs.

(e) Improved knowledge of and contribution to the state of the science within the subject areas covered by the regional DBTACs by serving as a consultant to regional DBTACs to support research capacity building, facilitating development of a coordinated national research agenda, assisting to identify proposed research activities that are duplicative; identifying potential collaborative research activities; and working cooperatively with regional DBTAC grantees to assist with the development of research topics and activities. The DBTAC CORC will review research

proposal plans submitted by regional DBTACs beginning in the first year of the project period for the purpose of providing technical assistance and to assist with development of scientifically based research activities. The specific research to be conducted by the individual DBTAC will be determined through collaboration between the DBTAC and the DBTAC CORC. The DBTAC CORC will provide on-going technical assistance and support to the regional DBTACs to further ensure high quality, rigorous research activities for the duration of the funded activities.

(f)   Enhanced coordination of information dissemination on DBTAC activities, research findings, publications, products, and tools through coordination of the network of appropriate NIDRR research projects, including Rehabilitation Research and Training Centers, Disability Rehabilitation Research Projects, Field-Initiated Projects, Rehabilitation Engineering Research Centers, and NIDRR dissemination centers, including the National Rehabilitation Information Center (www.naric.com) and the National Center for the Dissemination of Disability Research (www.ncddr.org); and other relevant federally supported programs, such as the Rehabilitation Services Administration (RSA) Assistive Technology (AT) State grants.

(g)   Increased use of DBTAC-generated products and information by developing strategies to promote the use of developed products and improved relevance and quality of the products through assessment of their effectiveness and impact on practice and policy.

(h)   Increased application of research findings and products through translation of DBTAC evidence reports into practice guidelines, quality improvement products, and technical assistance tools.

(i)   Enhanced understanding about the state of the science and improved program planning, development, and evaluation by hosting a DBTAC biannual program development and planning meeting beginning in year one of the project period; and an annual conference leading to a report of proceedings in years three through five of the project period.

Executive Order 12866

This NFP has been reviewed in accordance with Executive Order 12866. Under the terms of the order, we have assessed the potential costs and benefits of this regulatory action.

The potential costs associated with this NFP are those resulting from statutory requirements and those we have determined as necessary for administering this program effectively and efficiently.

In assessing the potential costs and benefits -- both quantitative and qualitative -- of this NFP, we have determined that the benefits of the final priorities justify the costs.

Summary of potential costs and benefits:

The potential costs associated with these final priorities are minimal while the benefits are significant. Grantees may incur some costs associated with completing the application process in terms of staff time, copying, and mailing or delivery. The use of e-Application technology reduces mailing and copying costs significantly.

The benefits of the Disability and Rehabilitation Research Projects and Centers Programs have been well established over the years in that similar projects have been completed successfully. These final priorities will generate new knowledge and technologies through research, development, dissemination, utilization, and technical assistance projects.

Another benefit of these final priorities is that the establishment of new DRRPs will support the President's NFI and will improve the lives of persons with disabilities. The new DRRPs will generate, disseminate, and promote the use of new information that will improve the options for individuals with disabilities.

Applicable Program Regulations: 34 CFR part 350.

<u>Electronic Access to This Document</u>

You may view this document, as well as all other Department of Education documents published in the <u>Federal Register</u>, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

<u>Note</u>: The official version of this document is the document published in the <u>Federal Register</u>. Free Internet access to the official edition of the <u>Federal Register</u> and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html

(Catalog of Federal Domestic Assistance Numbers 84.133A, Disability Rehabilitation Research Projects)

<u>PROGRAM AUTHORITY</u>: 29 U.S.C. 762(g) and 764(a).

<u>Date</u>: June 9, 2006

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John H. Hager,
<u>Assistant Secretary for</u>
<u>Special Education and</u>
<u>Rehabilitative Services</u>.

SELECTION

D

PRIORITY 1

General Requirements For Each DRRP

Priority 1--General Disability and Rehabilitation Research Projects (DRRP) Requirements

Background:

NIDRR proposes the following General DRRP Requirements priority because it believes that the effectiveness of any DRRP (including any DBTAC) depends on, among other things, how well the DRRP coordinates its research efforts with the research of other NIDRR-funded projects, involves individuals with disabilities in its activities, and identifies specific anticipated outcomes that are linked to its objectives in applying for DRRP funding. Accordingly, NIDRR intends to use proposed Priority 1--General DRRP Requirements in conjunction with each of the other DRRP priorities proposed in this notice (i.e., priorities 2 through 11).

Priority:

To meet this priority, the Disability and Rehabilitation Research Projects (DRRP) must—

(a) Coordinate on research projects of mutual interest with relevant NIDRR-funded projects, as identified through consultation with the NIDRR project officer;

(b) Involve individuals with disabilities in planning and implementing the DRRP's research, training, and dissemination activities, and in evaluating its work; and

(c) Identify anticipated outcomes (i.e., advances in knowledge or changes and improvements in policy, practice, behavior, and system capacity) that are linked to the applicant's stated grant objectives.

SECTION
E

BACKGROUND STATEMENT

Proposed Priority 10-- Disability Business Technical Assistance Centers (DBTACs)

Background:

The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq. (ADA), prohibits discrimination against individuals with disabilities in employment, transportation, public accommodations, State and local government services, and telecommunications. Since 1991, NIDRR has supported 10 regional DBTACs that have provided technical assistance and training and disseminated information on the requirements of the ADA to entities covered by the law and individuals with disabilities. The current regional DBTACs provide information and services on ADA issues relating to employment, public services, and public accommodations, and communicate with businesses, public organizations, architects, individuals with disabilities, disability organizations, and others on the law's requirements (see http://www.adata.org/centers.htm for a current listing of the DBTACs). Each DBTAC's activities vary, but all regional DBTACs provide technical assistance and training, disseminate materials, provide information and referral services, build public awareness, and work to build local capacity to promote technical assistance and training on the ADA. DBTACs provide their services via telephone calls (including toll-free "800" number calls), the World Wide Web, workshops and other training sessions. Services provided by DBTACs in 2004 included providing training on employment issues for State human resource personnel; collaborating with a State agency to develop an ADA reference guide for agencies within the State; providing training on accessible Web design for city and State personnel; assisting in the development of State policies regarding the accessibility of information technology procured and used by State agencies; providing training to local health departments on accessibility of medical services; development of a training curriculum on workplace accommodations for employers; conducting Web casts for public and private employers on disability-related employment policies and job accommodations; and surveying polling places to determine accessibility.

NIDRR is proposing this priority to support the funding of 10 regional DBTACs to provide technical assistance on the ADA and other assistance designed to improve employment outcomes for individuals with disabilities. Despite past attempts to reduce unemployment rates and increase workforce participation, individuals with disabilities continue to be employed at much lower rates than individuals without disabilities. The 2003 American Community Survey, for example, found that approximately 37.8 percent of adults age 21 to 64 with disabilities were employed, compared to approximately 77.5 percent of adults without disabilities (U.S. Census Bureau, 2003). Identifying strategies for improving employment outcomes is critical if such disparities are to be reduced.

Knowledge gained from the DBTAC program about the ADA, employers, and employment issues suggests that research and research-based information are needed to help employers, State and local governments, other public entities, private entities, and postsecondary institutions better achieve the objectives of the ADA and improve outcomes for individuals with disabilities. Through this proposed priority, NIDRR seeks to advance the DBTAC program beyond a strict focus on compliance with the ADA and expand the focus to include assistance in identifying and implementing a variety of more effective intervention approaches and more cost-effective strategies to help individuals with a variety of disabilities reach their full potential on the job. NIDRR also intends that this proposed priority will improve the research capacity of the regional DBTACs so that the DBTACs can identify areas where research is warranted and conduct targeted research and development that would be of benefit to employers and to individuals with disabilities.

We are proposing that each of the 10 regional DBTACs will provide technical assistance to increase the capacity of other organizations to provide technical assistance; identify problematic areas where research or informational campaigns might aid in the avoidance of or solution to problems associated with compliance with the ADA in their region; and conduct research to inform program planning, development, policy, and practice.

Finally, in order to prevent duplication of effort, NIDRR intends to fund, under a separate priority, a center that will be responsible for taking the lead in making available, through a central Web site, information about the ADA that is of interest nationally and would be useful across all regions. This center, the DBTAC Coordination, Outreach, and Research Center (DBTAC CORC), will be expected to serve several functions, including overall coordination of activities among the regional DBTACs, conducting research, and facilitating research capacity building and dissemination.

Reference:

U.S. Census Bureau, American Community Survey, 2003 Data Profile,

http://www.census.gov/acs/www/Products/Profiles/Single/2003/ACS/Tabular/010/01000US2.htm

SECTION
F

SECTION CRITERIA

SELECTION CRITERIA

The Secretary uses the following selection criteria to evaluate applications for the Disability and Business Technical Assistance Centers. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

a) **Importance of the problem** (8 points total)
    (1) The Secretary considers the importance of the problem. (2) In determining the importance of the problem, the Secretary considers one or more of the following factors:
       i. The extent to which the applicant clearly describes the need and target population (4 point);
       ii. The extent to which the proposed project will have beneficial impact on the target population (4 point).

b) **Responsiveness to an absolute or competitive priority** (2 points total)
    (1) The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register. (2) In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:
       i. The extent to which the applicant addresses all requirements of the absolute or competitive priority (1 point);
       ii. The extent to which the applicant's proposed activities are likely to achieve the purposes of the absolute or competitive priority (1 point).

c) **Design of research activities** (20 points total)
    (1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project. (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
       i. The extent to which the research activities constitute a coherent, sustained approach to research in the field, including a substantial addition to the state-of-the-art (8 points);
       ii. The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which--
       (A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art (3 points);
       (B) Each research hypothesis is theoretically sound and based on current knowledge (3 points)
       (C) Each sample population is appropriate and of sufficient size (2 point);
       (D) The data collection and measurement techniques are appropriate and likely to be effective (2 point); and
       (E) The data analysis methods are appropriate (2 points).

d) **Design of training activities** (10 points total)
(1) The Secretary considers the extent to which the design of training activities is likely to be effective in accomplishing the objectives of the project. (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

i.   The extent to which the proposed training materials are likely to be effective, including consideration of their quality, clarity, and variety (7 points)

ii.   The extent to which the proposed training content--

(A)   Covers all of the relevant aspects of the subject matter (2 points); and

(B) If relevant, is based on new knowledge derived from research activities of the proposed project (1 point);

e) **Design of dissemination activities** (10 points total)
(1)   The Secretary considers the extent to which the design of dissemination activities is likely to be effective in accomplishing the objectives of the project. (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

i.   The extent to which the content of the information to be disseminated--

(A)   Covers all of the relevant aspects of the subject matter (2 points); and

(B)   If appropriate, is based on new knowledge derived from research activities of the project (1 point);

ii.   The extent to which the materials to be disseminated are likely to be effective and usable, including consideration of their quality, clarity, variety, and format (2 points);

iii. The extent to which the methods for dissemination are of sufficient quality, intensity, and duration (2 points);

iv. The extent to which the materials and information to be disseminated and the methods for dissemination are appropriate to the target population, including consideration of the familiarity of the target population with the subject matter, format of the information, and subject matter (2 points);

v.   The extent to which the information to be disseminated will be accessible to individuals with disabilities (1 point).

f) **Design of technical assistance activities** (15 points total)
(1)   The Secretary considers the extent to which the design of technical assistance activities is likely to be effective in accomplishing the objectives of the project. (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

i.   The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration (5 points);

ii. The extent to which the information to be provided through technical assistance covers all of the relevant aspects of the subject matter (4 points);

ii. The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information (6 points).

g) **Adequacy and reasonableness of the budget** (7 points total)
    (1)   The Secretary considers the adequacy and the reasonableness of the proposed budget.
    (2)   In determining the adequacy and the reasonableness of the proposed budget, the Secretary considers one or more of the following factors:
        i.   The extent to which the costs are reasonable in relation to the proposed project activities (3 points);
        ii.   The extent to which the budget for the project, including any subcontracts, is adequately justified to support the proposed project activities (2 points);
        iii. The extent to which the applicant is of sufficient size, scope, and quality to effectively carry out the activities in an efficient manner (2 points);

h) **Plan of evaluation** (11 points total)
    (1)   The Secretary considers the quality of the plan of evaluation. (2) In determining the quality of the plan of evaluation, the Secretary considers one or more of the following factors:
        i. The extent to which the plan of evaluation provides for periodic assessment of progress toward--
        (A)   Implementing the plan of operation (3 points); and
        (B)   Achieving the project's intended outcomes and expected impacts (2 points);
        ii. The extent to which the plan of evaluation will be used to improve the performance of the project through the feedback generated by its periodic assessments (2 points);
        iii. The extent to which the plan of evaluation provides for periodic assessment of a project's progress that is based on identified performance measures that--
        (A)   Are clearly related to the intended outcomes of the project and expected impacts on the target population (2 points); and
        (B)   Are objective, and quantifiable or qualitative, as appropriate (2 points).

i) **Project staff** (11 points total)
    (1)   The Secretary considers the quality of the project staff.
    (2)   In determining the quality of the project staff, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability (2 points).
    (3)   In addition, the Secretary considers one or more of the following:
        i.   The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities (5 points);
        ii.   The extent to which the key personnel are knowledgeable about the methodology and literature of pertinent subject areas (4 points);

j) **Adequacy and accessibility of resources** (6 points total).
    (1)   The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project. (2) In determining the adequacy and accessibility of resources, the Secretary considers one or more of the following factors:
        i.   The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate (3 points);
        ii.   The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project (3 points).

SECTION
G

PROTECTION OF HUMAN SUBJECTS

Protection of Human Subjects

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects.

If you are applying on Grants.gov there is a separate place to include exempt and non-exempt narratives.

Applicants answering "Yes" to item 3 on form ED Supplemental to the SF 424 on Grants.gov or item 13 on form ED 424 whose research activities are nonexempt must complete the seven-point narrative on protection of human subjects. Additionally, seven point narratives are required for each participating partner if research is being conducted at other sites.

Copies of the Department of Education regulations for the Protection of Human Subjects are available from the Grants Policy and Oversight Staff (GPOS), Office of the Chief Financial Officer, Washington, D.C., telephone: (202) 245-6154 and on the Protection of Human Subjects in research Web Site at:

http://www.ed.gov/about/offices/list/ocfo/humansub.html

SECTION
H

APPLICATION FORMAT

APPLICATION FORMAT

Applications for an award must be postmarked or hand delivered by the closing date of **Tuesday, August 8, 2006.**

It is recommended that your electronic (Grants.gov) or paper application be organized in the following manner and include the following:

Note: In Grants.gov the forms will appear in the order that they are built in the template- so they won't be the exact order below and the applicant won't be able to change the order.

1. **Application for Federal Education Assistance (Form ED 424-paper submission or SF 424 - electronic submission)**
    *   This application cover sheet requires basic identifying information about the applicant and the application.
    *   Applicants should clearly indicate, in block #4 (ED 424) of this form, the CFDA number of the program (84.133A-15). If this information is not provided, your application may be assigned and reviewed under a different program. Grants.gov will pre-populate block 11 of the SF 424.

2. **Table of Contents**
    *   The Table of Contents shows where and how the important sections of your proposal are organized.
    *   While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.
    *   If applying through Grants.gov use the Project Narrative Attachments form to attach your Table of Contents.

3. **Project Abstract**
    *   The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced.
    *   If applying through Grants.gov use the ED Abstract form to attach your abstract.

4. **Budget Form and Information (ED 524)**
    *   Remember that you must provide complete budget information for each year of the proposed project.
    *   Please report on any Federal and Non-Federal funds that will be used.
    *   Specific instructions for completing the budget forms are provided within this application package.

    Name: Enter the Name of the applicant organization(s) or institution(s) in the space provided.

    Personnel (Line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (Line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (Line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants and trainees on line 6.

Equipment (Line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that on line 4.

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract in not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): There is no restricted indirect cost rate for this program. You should use your federal negotiated indirect cost rate.

Training Stipends (line 11): There are three types of projects that might included budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:
   - Fellowship or Scholarship Programs
   - Educational Training Projects
   - Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 13a on the application cover sheet (ED Form 424).

5. Budget Narrative
   - This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.
   - Descriptions of purchases may be included but are not required.

- If applying through Grants.gov use the Budget Narrative Attachment form to attach your detailed budget narrative/justification.

6. Application Narrative
- The application narrative responds to the selection criteria found in Section F of this application package. The reviewers will use this section to evaluate your application.
- If applying through Grants.gov use the Project Narrative Attachment form to attach your narrative.

Each applicant is encouraged to limit the application narrative to the equivalent of no more than 125 pages and adhere to the following guidelines:
- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Double-space (no more than three lines per vertical inch) all text in the application narrative. Single space may be used for Titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch).

The recommended page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one page abstract, the resumes, the bibliography, or the letters of support.

7. Vitae/Bibliography/Letters of Support
- Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project. The budgets for all years should be included.
- If applying through Grants.gov use the Other Narrative Attachment form to attach your vitaes.
- If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.

8 Assurances, Certifications, Disclosures
- Assurances - Non-Construction Programs; Certifications Regarding Lobbying; or Grants.gov Lobbying form

SECTION
I

FREQUENTLY ASKED QUESTIONS

POINTS TO REMEMBER IN APPLICATION PREPARATION

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

1.   CAN I GET AN EXTENSION OF THE DUE DATE?

On rare occasions the Department of Education may extend a closing date for all applicants.   If that occurs, a notice of the revised due date is published in the Federal Register.   However, there are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for e-applications, per the guidance included in this application package.

2.   WHAT SHOULD BE INCLUDED IN THE APPLICATION?

The application should include a project narrative, vitae of key personnel, and a budget, as well as the Assurances forms in this package. Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project. The budgets for all years should be included. If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation. It is not useful to include general letters of support or endorsement in the application. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application. Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

3.   WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

NIDRR generally advises applicants that they may organize the application to follow the selection criteria that will be used. The project narrative should address the specific selection criteria for research or development projects. The specific review criteria vary according to the specific program, and are contained in this application package. Additionally, applicants should provide clearly stated hypotheses, goals, objectives, expected outcomes, and public benefit of the research or development project. The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the research or development project, as identified in the research literature; citations are useful and may strengthen the proposal. The specific review criteria vary according to the specific program, and are contained in this application package.

4.   MAY I SUBMIT APPLICATIONS TO MORE THAN ONE NIDRR PROGRAM COMPETITION OR MORE THAN ONE APPLICATION TO A PROGRAM?

Yes, you may submit applications to any program for which they are responsive to the program requirements. You may submit the same application to as many competitions as you believe appropriate. You may also submit more than one application in any given competition.

5.   WHAT IS THE ALLOWABLE INDIRECT COST RATE?

The limits on indirect costs vary according to the program and the type of application. The 84.133A project program should limit indirect charges to the organization's approved rate. If the organization does not have an approved rate, the application should include an estimated actual rate. The maximum amount includes both the direct and indirect costs.

6.   CAN PROFITMAKING BUSINESSES APPLY FOR GRANTS?

Yes, however, for-profit organizations will not be able to collect a fee or profit on the grant. It varies by program.

7.   CAN INDIVIDUALS APPLY FOR GRANTS?

No. Only organizations are eligible to apply for grants under NIDRR programs with one exception. Only individuals are eligible to apply for fellowships (84.133F).

8.   CAN NIDRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDRR OR LIKELY TO BE FUNDED?

No. NIDRR staff can advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you of whether your subject area or proposed approach is likely to receive approval.

9.   HOW DO I ASSURE THAT MY APPLICATION WILL BE REFERRED TO THE MOST APPROPRIATE PANEL FOR REVIEW?

Applicants should be sure that their applications are referred to the correct competition by clearly including the competition title and CFDA number, including alphabetical code, on the Standard Form 424, and include a project title that describes the project.

10.   HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDRR endeavors to have awards made within five to six months of the closing date.   Unsuccessful applicants generally will be notified within that time frame as well. For the purpose of estimating a project start date, the applicant should estimate approximately six months from the closing date, but no later than the following September 30.

11.   CAN I CALL NIDRR TO FIND OUT IF MY APPLICATION IS BEING FUNDED?

No. When NIDRR is able to release information on the status of grant applications, it will notify applicants by letter.   The results of the peer review cannot be released except through this formal notification.

12. IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?

No. Funding in subsequent years is subject to availability of funds and project performance.

13.   WILL ALL APPROVED APPLICATIONS BE FUNDED?

No. It often happens that the peer review panels result in more applications being determined to be worthy of consideration for funding than NIDRR can fund within available resources. Unsuccessful applicants are encouraged to consider submitting applications in future competitions.

POINTS TO REMEMBER IN APPLICATION PREPARATION

RELEVANT TO PROGRAM

1.   CFDA Number: In the title block on the 424 form, please note the appropriate CFDA 84.133A. For electronic submissions, you must download the correct application package from Grants.gov, Funding Opportunity number **ED-GRANTS- XX (DBTAC).**

2. Indirect Cost: There is no restricted indirect cost rate for this program. You should use your federal negotiated indirect cost rate. Indirect cost office:
http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html

3. Application Narrative - Organize your narrative in accordance with the selection criteria in Section F of this package. Address all criteria. Include a table of contents in your application in order to highlight where the application narrative can be found in the application. If applying through Grants.gov use the Project Narrative form to attach your narrative. We recommend that you limit the application narrative to the equivalent of no more than 125 pages, using the following standards: A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Double-space (no more than three lines per vertical inch) all text in the application narrative. Single space may be used for Titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch).

Closing Date/Transmittal of Application

4. Applications must be postmarked by the closing date of **Tuesday, August 8, 2006, if submitting in paper**. Follow the transmittal instructions for submitting in paper or electronically found in Section J. Please include an electronic copy (disk) with your application.

5. Electronic copies must be uploaded on Grants.gov by 4:30 pm, Washington DC time on the closing date and then processed by Grants.gov successfully. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline. For additional information on electronic submission procedures, see the section K. A copy of your application should not be emailed directly to the Department. Must submit it electronically via Grants.gov

Forms

ED 424 **(If applying by paper)**

6. CFDA Number: In the title block of #4 on the 424 form, please note the appropriate CFDA.

7. DUNS number: It is important to verify with your fiscal office the DUNS number, which goes in Block #2 on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up. This number is required.

8. Novice applicant. Please leave Block #6 blank. Does not apply to NIDRR programs.
9. EO 12372: Mark Block #11, the EO 12372 as no and not covered. This program is not covered.

10. Human Subjects: Remember to include a seven-point narrative on the protection of Human Subjects as it pertains to your grant if you check "yes" on ED 424 block number 13. You must include a separate narrative for each site where the research is being conducted. If you check "no" please include a paragraph of why it is not required.

11. Block # 15a : The total amount requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount.

<center>SF 424 and ED Supplemental **(If applying through Grants.gov)**</center>

12. DUNS #: You must enter the DUNS number for your organization used when it registered with the Central Contractor Registry.

13. Legal Name: Block #8a is for the name of institution or entity. **Please note** the CFDA. 84.133, will automatically populate on Block #11 of the SF 424.

14. Project Director: Project director information is on the ED supplemental form in Block #1. You are the person to contact, the project director and the authorized representative.

15. Novice applicant. Block #2 on the ED Supplemental - Please leave this one blank. Does not apply to NIDRR programs.

16. Block #15a: The total amount requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount.

17. EO 12372: Mark Block #19, the EO 12372 as b. no and not covered.

18. Human Subjects: Block #3 on the ED Supplemental. You must include a separate narrative for each site where the research is being conducted. If you check "no", please include a paragraph of why it is not required.

<center>SF or ED 424 and ED 524</center>

19. Budget Information: **BE SURE TO CHECK THE MATH** - the application will not be reviewed if the request for funds on block 15a of either the ED 424 or SF 424 form, the ED 524 form or the budget justifications goes over the maximum amount for any year (direct and indirect costs). A detailed budget narrative is needed for the total grant period years requested. By requesting detailed budget information in the initial application for the total project period, the need for formal non-competing continuation applications in the remaining years will be eliminated. A performance report that will be required annually will be used in place of the continuation application to determine progress.

20. <u>Only the primary institution fills out the required forms</u>. Any partner or collaborating groups will be a subcontractor to the primary. The only paperwork subcontractor needs to fill out is what is required by the primary institution. You should include a letter of intent in the application from any collaborating group saying that if awarded what they will be doing for your project and for what amount.

Abstract/Narrative/Appendices

21.   <u>Abstract</u>: The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. If applying through Grants.gov use the ED Abstract form to attach your abstract.

22.   <u>Number all pages</u> to make it easier for the reader to refer to a page number if comments are given (including the appendices).

23.   <u>Vitae</u>: Remember to include pertinent information in your narrative of the qualifications of the key personnel. A more extensive 2-4 page vitae can be included in the appendices. If applying through Grants.gov use the Other Narrative form to attach your vitaes.

24.   <u>Advisory Board</u>: We suggest that you limit your list of advisory board members in the application. You can give a description of the type/qualification of the person. Remember that an extensive listing of proposed names effects our peer reviewer selection. If applying through Grants.gov use the Other Narrative form to attach your letters of commitment and vitaes.

25   <u>Letters of Commitment/Support</u>: If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project. We suggest that you only include key letters of support. Remember that letters of support diminish our peer reviewer pool. If applying through Grants.gov use the Other Narrative form to attach your letters.

26. <u>Use Of Person Loading Charts</u>. It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A personal loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity.

GRANTS.GOV

27.   **We strongly suggest**: (1) Read the instructions carefully; (2) Don't wait until close to the due date to set up your account - It can take five or more days to register; (3) Review the application before sending final version to ensure that all information has been uploaded correctly and completely; and (4) Submit early.

28.   Electronic applications must be uploaded on Grants.gov by 4:30 pm, Washington, D.C. time on the closing date and processed by Grants.gov successfully. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications.

29.   The application information will be uploaded in four areas: ED Abstract Form; Budget Narrative Attachment Form; Program Narrative Attachment Form; and Other Narrative Attachment Form. The ED Abstract Form is for the abstract. The Budget Narrative Attachment Form is for the budget justification. The Program Narrative Attachment Form is for the application narrative based on the selection criteria along with a table of contents - this section has the recommended 125-page limit recommendation. The Other Narrative Attachment Form will include vitas; letters, and any other appendices. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format, if you upload a file type other than these three file types, such as Excel, or submit a password protected file, we will not review that material.

30.   UNSUBMIT: Please note that Grants.gov does not allow you to unsubmit your application if you find an error before the due date and time. You will have to submit another "new" application and notify NIDRR that you have submitted two applications and which one is the "correct" one to review.

Miscellaneous Information and Reminders

31. Rehabilitation Act: To find information on the Rehab Act of 1973, as amended, as well as other NIDRR policy & legislation, go to: http://www.ed.gov/about/offices/list/osers/nidrr/policy.html

32. Help in Preparing Applications. We are happy to provide general program information. Clearly it would not be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

33. Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification. Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a partner, etc. Regardless of the reason, we cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding. You will be notified as quickly as possible either by telephone (if your application is recommended for funding), or through a letter (if your application is not successful).

34. Return of Non-Funded Applications. We do not return original copies of applications. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be mailed to all applicants.

35. Successful Applications And Estimated/Projected Budget Amounts In Subsequent Years. There is a maximum award amount specified for the priority/competitions included in this package. The Department rejects and does not consider an application that proposes a budget exceeding the maximum amount for any single budget period of 12 months for the priorities included in this package. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the study design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

36. To see what NIDRR has funded or are currently funding on DBTACs, we have an on-line program directory at www.naric.com

Once there - click on NIDRR. Under grantee resources click on search for other research projects. This will connect you to the program directory. Click on search all fields then type in DBTAC. By clicking on a grant number you can see information on who has the grant, how to contact them and a brief description of their project. Instead of search all field you can select searching by project type – Disability Business Technical Assistance Centers.

DUNS NUMBER INSTRUCTIONS

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

       D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

                http://www.dnb.com/US/duns_update/index.html

           The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

Note: Electronic submission via Grants.gov must use DUNS number your organization used when it registered in the Central Contractor Registry.

SECTION

J

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

Please note that the Grants.gov site works differently than the U.S. Department of Education's (Department) e-Application system. To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

1) **REGISTER EARLY** – Grants.gov registration is a one-time process that may take five or more days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Get Started steps are complete. For detailed information on the Get Started Steps, please go to: http://www.grants.gov/GetStarted.

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Check Application Status link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

   If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/assets/ApplicationErrorTips.doc. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a

series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/CustomerSupport.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov
Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/ForApplicants for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage http://www.grants.gov.

Dial-Up Internet Connections
When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. **(See the Federal Register notice for detailed instructions.)**

MAC Users

If you do not have a Windows operating System, you will need to use a Windows Emulation program to submit an application using Grants.gov. For additional information, review the PureEdge Support for Macintosh white paper published by Pure Edge: http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf, and/or contact Grants.gov Customer Support (http://www.grants.gov/CustomerSupport) for more information. **If you do not have a Windows emulation program and electronic submission is required, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

APPLICATION TRANSMITTAL INSTRUCTIONS FOR MAIL OR HAND DELIVERY

Submission of Paper Applications by Mail.
    If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:
        U.S. Department of Education
        Application Control Center
        Attention: (CFDA Number 84.133A-15)
        400 Maryland Avenue, SW.
        Washington, DC 20202-4260

<div align="center">or</div>

By mail through a commercial carrier:
        U.S. Department of Education
        Application Control Center–Stop 4260
        Attention: (CFDA Number 84.133A-15)
        7100 Old Landover Road
        Landover, MD 20785-1506

    Regardless of which address you use, you must show proof of mailing consisting of one of the following:
(1) A legibly dated U.S. Postal Service postmark,
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,
(3) A dated shipping label, invoice, or receipt from a commercial carrier, or
 (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

    If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:
(1) A private metered postmark, or
(2) A mail receipt that is not dated by the U.S. Postal Service.
    If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Submission of Paper Applications by Hand Delivery.
　　If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

　　　　U.S. Department of Education
　　　　Application Control Center
　　　　Attention:　(CFDA Number 84.133A-15)
　　　　550 12th Street, SW.
　　　　Room 7041, Potomac Center Plaza
　　　　Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications:
If you mail or hand deliver your application to the Department:
　　(1)　You must indicate on the envelope and — if not provided by the Department — in Item 4 of the Application for Federal Education Assistance (ED 424) the CFDA number — and suffix letter, if any — of the competition under which you are submitting your application.
　　(2)　The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

SECTION

K

REQUIRED FORMS
and
FORM INSTRUCTIONS

APPLICATION FORMS

The enclosed forms shall be used by all applicants for Federal Assistance under all NIDRR programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I - Federal Assistance Application Face Page

Part II - Budget Information

Part III - Application Narrative

Part IV - Assurances, Certifications and Disclosures

Each submitted application should include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0027. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1980, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0027, Washington, D.C. 20503.

REQUIRED FORMS:

http://www.ed.gov/fund/grant/apply/appforms/appforms.html

Federal Assistance Face Page (ED 424)
Application for Federal Assistance SF-424 (grants.gov)
Instruction for the SF-424 (grants.gov)
Budget Information (ED 524)
Assurances - Non-Construction Programs (SF 424b)
Certifications Regarding Lobbying; or Grants.gov Lobbying form
Disclosure of Lobbying Activities (SF LLL)
Survey on Ensuring Equal Opportunity for Applicants

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. Preapplication Application Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.

2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions.
	New – An application that is being submitted to an agency for the first time.
	Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
	Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.
	A. Increase Award B. Decrease Award
	    C. Increase Duration D. Decrease Duration
	    E. Other (specify)
		12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.

		13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.	16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all

5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions: **a. Legal Name**: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.		
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions **.**	21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

Type of Applicant table:

State Government	Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
County Government	Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
City or Township Government	Private Institution of Higher Education
Special District Government	Individual
Regional Organization	For-Profit Organization (Other than Small Business)
U.S. Territory or Possession	Small Business
Independent	Hispanic-serving Institution
	Historically Black Colleges and Universities (HBCUs)

School District	Tribally Controlled Colleges and Universities (TCCUs)		
Public/State Controlled Institution of Higher Education	Alaska Native and Native Hawaiian Serving Institutions		
Indian/Native American Tribal Government (Federally Recognized)	Non-domestic (non-US) Entity		
	Other (specify)		
Indian/Native American Tribal Government (Other than Federally Recognized)			
Indian/Native American Tribally Designated Organization			
Public/Indian Housing Authority			

INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check **"Yes"** or "**No**" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

Check "**Yes"** if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Department of Education Supplemental Information for SF 424." By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "**No**" if you do not meet the requirements for novice applicants**.**

3. Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

If Not Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in

attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for Department of Education Supplemental Information For SF 424."

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the page entitled "Definitions for Department of Education Supplemental Information For SF 424

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—**Research**

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—**Human Subject**

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining*

information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs;

(c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.
If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: www.ed.gov/about/offices/list/OCFO/humansub.html

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

Instructions for ED 524

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.
Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions,
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.
You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0004. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

      (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

SECTION
L

APPLICATION CHECKLIST

_____
APPLICATION CHECKLIST

Does your application include each of the following?

[ ]   Cover page (ED 424) marked appropriately with **84.133A-15**, if applying by paper? Or did you download the correct package for **84.133A-15** if applying electronically?

[ ]   Is the Priority Topic in the Descriptive Title block#14 in the ED 424 or Block 11 in the SF 424?

[ ]   Budget form (ED form 524) dollar amounts not exceeding the maximum in any year

[ ]   Budget narrative for each year (MATH CHECKED)

[ ]   Program narrative, including abstract and responses to the selection criteria

[ ]   Assurances and Certifications [list]

[ ]   If submitting on Grants.gov, did you upload the correct file?

Did You --

[ ]   Mail or submit application on or before **Tuesday, August 8, 2006**?

[ ]   If submitting by paper, provide one (1) original plus 2 copies of the application (One original and 10 copies are requested)?

[ ]   If submitting by paper, include all required forms with original signatures and dates?

[ ]   Include narrative on the Protection of Human Subjects?

[ ]   If submitting on Grants.gov was your upload **fully completed before the 4:30 pm, Washington, D.C. time on the closing date and processed and validated successfully by Grants.gov**?

[ ]   Used correct mailing address from Section B or J?

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center
(202) 245-6288

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page   **http://www.ed.gov/**   **(WWW address)**